

Child Care Licensing Program Emergency Preparedness, Response and Recovery Plan

The goal of this Emergency Preparedness, Response and Recovery Plan is to assist Child Care Licensing in preparing and responding to emergencies, and providing continuity of services and support to child care providers in the event of a disaster.

When a major disaster happens, child care providers are required to follow their Emergency Preparedness, Response, and Recovery Plan.

This plan applies to Center, Hourly Center, Out of School Time, Licensed Family, Residential Certificate, FFN, and LE DWS Approved Providers.

Preparedness

1. Biannual program training
 - a. April: Emergency Drill Instructions and Review
 - b. October: Emergency Preparedness, Response and Recovery Plan
2. Licensors backup caseloads from UCCLAPP to their device monthly
3. Drills
 - a. Contact phone tree practice
 - b. Great Utah Shake Out
 - c. Additional emergency drill at discretion of the Training Manager
4. Digital emergency folders
 - a. Folders are maintained updated by the Training Manager
 - b. Folders contain: Protocol, Interpretation Manuals, applications, checklists, provider contact lists, the Emergency Preparedness, Response and Recovery Plan and program letters
 - c. The administrator and managers have access to the digital emergency folders
5. Emergency inspection kit
 - a. Kits are created and refilled as needed by the Training Manager
 - b. Emergency inspection kits include paper, pens, a first aid kit, and a USB car charger to charge phones and laptops
 - c. All Child Care Licensing licensors are assigned an emergency inspection kit
 - d. Kits and their contents are assessed bi annually as a part of April and October program trainings
6. Emergency car kits
 - a. Contents include flashlight, fire extinguisher, tire inflator, jumper cables, reflective triangles, duct tape, rain poncho, compass, and first aid kit
 - b. Kits are to be checked quarterly when cars are taken in for an oil change
7. This plan is reviewed and updated every six months by Kat Martinez, under the supervision of Kim Rice
8. A copy of this plan, including contact information for all Child Care Licensing staff, emergency services, and child care providers is available online and on the Child Care Licensing database

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Response

1. Phone tree

- a. Account for the safety and whereabouts of Child Care Licensing staff. As soon as possible each employee will sequentially report their condition to the following individuals.

Direct Supervisor	<ul style="list-style-type: none"> • Simon Bolivar: 801-803-4618 • Melinda Young : 801-721-6496 • Donna Thomas: 801-860-2760 • Kim Rice: 385-232-0745
<i>If unable to contact</i>	
Out of Area Contact	<ul style="list-style-type: none"> • Jolene Holbrook (North): 385-232-4061 • Marcia Crampton (South): 435-632-2146
<i>If unable to contact</i>	
Additional Out of Area Contact	<ul style="list-style-type: none"> • Paula Mills (North): 385-256-7711 • Kim Bond (South): 385-232-0389

- b. Either the direct supervisor, out of area contact, or additional contact will then report to the following individuals sequentially. The report will include each staff member's name, their whereabouts, and their availability to assist providers in their area.
 - i. Staff will report their status and wellbeing even if the emergency takes place on a weekend, holiday or day off, unless they are physically out of the state.

Licensing Administrator	<ul style="list-style-type: none"> • Simon Bolivar: 801-80304618
Administrative Assistant	<ul style="list-style-type: none"> • Jacqueline Macias: 801-273-2904

- c. Hierarchy of command may be arranged according to the damage to the area and the availability of staff. Organization of Child Care Licensing will be restored with whoever is able to work.
2. Allowing emergency response groups to do their job first, each licenser will contact each provider on their caseload to assess general needs of the provider and the children in care. When a licenser is unavailable, other staff will contact the providers.
 - a. Assessment of providers and children in their care will be made via phone call if possible, and by physically visiting the facility if remote contact is not possible. Emergency inspection kits will be utilized to visit providers if phone lines are not working

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- b. This assessment will include but will not be limited to:
 - Are all child care staff and children accounted for?
 - Do any other emergency response agencies need to be contacted?
 - Has there been communication between parents and the provider?
 - Has the care moved to an emergency relocation site?
 - Is the provider able to continue with care and provide at least food, shelter, water and adult supervision?
- c. If the provider is unable to meet the basic needs of children including food, shelter, water and adult supervision they will be instructed to contact the children's parents or guardians to pick up the children. If parents, guardians and/or emergency contacts can not be reached, the provider shall relocate to their emergency shelter location with the children in care.

Recovery

1. Compile a report of the status of each facility including:
 - a. the physical welfare of the children, including adult supervision, and the staff.
 - b. status of resources such as food and water.
 - c. whether the facility will remain open, close temporarily, or close permanently.
2. Child Care Licensing contacts Office of Child Care after surveying providers to request assistance for provider needs.
3. Contact Department of Technology Services and State coordinator to restore of services
4. Child Care Licensing, the Care About Childcare Agencies, and the Office of Child Care will work together to implement the state's emergency plan and to contact any other agencies as needed.